



THE TOWN OF

PRINCEVILLE

CHARTERED IN 1885

Town Manager- The Princeville Board of Commissioners (BOC) is pleased to announce they are looking for an executive-level leader to serve as their next Town Manager. The incumbent will provide strategic direction to the Town operations and use innovative approaches in achieving Town goals set forth by the Board. For this incumbent to be successful, s/he must have effective communication skills and have dynamic interpersonal skills to build and maintain internal and external relationships. We are seeking someone who is a proactive problem-solver, uses modern software tools for planning and financial management, attract business opportunities, and values accountability. The Manager will assume responsibility for managing an operational budget of \$960,000 and a staff of 8 full-time personnel. The Town operates under a Council Manager form of governance with a Mayor and 4 Commissioners.

About Princeville

Princeville, North Carolina is located in Edgecombe County. It has a population of 1250. As the first Town chartered by African Americans in the United States it has a rich and proud history. The Town in September 2021 adopted a comprehensive plan with an emphasis on resiliency, self-sufficiency and economic growth. Federal and state funding totaling in excess of \$18 million dollars will provide the necessary capital to carry out many components of the plan.

Key Skill Areas and Duties:

- **Budgetary management:**
Must have strong budgetary skills to ensure fiscal accountability to residents. You will be responsible for creating budgets that support town operations and spending plans for grant funds. Will oversee municipal departments and staff ensuring efficient and effective operations.
- **Communication:**
Must communicate concisely and provide transparency. Practice diplomacy and impartiality when working with various stakeholders. Work may include communicating via media and making presentations. You will be working and collaborating routinely with members of various government entities, capital

investors, board and committee members, and residents. Foster strong relationships with residents, businesses and stakeholders.

- **Problem-solving:**
The position requires the ability to make sound decisions under emergency situations. Must be able to employ software tools to gather data and apply critical thinking skills to prevent, mitigate and/or resolve issues based on sound information. Lead the town's response to emergencies and crises.
- **Policy Development:**
Must review and update policies to reflect effective business practices that is aligned with delivering quality services and good governance. Must have strong comprehensive knowledge of local, state and federal laws and guidelines.
- **Project and Acquisition Management:**
Must be able to attract business opportunities using various marketing strategies and familiar with project management tools. Develop and implement long-term goals and strategies for the town's growth and development.

Ideal Candidate:

Education: Minimum of a bachelor's degree in a related field such as Public or Business Administration, Public Policy, Finance, Economics, Urban-Planning, Economic and Community Development, or equivalent. A master's degree is preferred.

Work Experience: Minimum of 5 years of progressive responsible experience in county or municipal government at an executive level.

Additional Information:

Hiring Range - \$96,000 - \$110,000 (depends on qualifications and experience)

Applications will be accepted until the vacancy is filled.

How to Apply:

Your application package should include:

- Letter of interest/cover letter
- Detailed resume
- 3-work related professional references
- Town application

All items in the application package should be submitted to:

Town of Princeville (Attn: Town Clerk)

201 South Main Street

Princeville NC 27886

(252)-823-1057